

**DEPARTMENT OF FINANCE AND ADMINISTRATION
OFFICE OF PERSONNEL MANAGEMENT**

**SPECIAL ENTRY RATE
APPLICANT SUMMARY SHEET
(APPLICANT NOT HIRED)**

AGENCY/INSTITUTION

CLASS TITLE

GRADE

CLASS CODE

APPLICANT'S NAME

DATE INTERVIEWED

INTERVIEWED BY

Minimum Requirements for Classification

Applicant's Qualifications

Reason Not Hired:

(Attach Additional Sheet if Necessary)

Rate at Which Employee Would Have Entered Classification:

GRADE: _____ **PAY LEVEL:** _____

Agency Personnel Representative

Agency Director

Date: _____ **Date:** _____